



**CIVIL SERVICE COMMISSION
REGULAR MEETING
MINUTES**

**Monday, November 9, 2020
3:30 PM**

COMMISSIONERS
Deborah Bennett, **Chair**
John Costa
Harry Hull, **Vice Chair**
Ronald Le Doux
Bernardine Schroeder

145 Fulweiler Avenue, Suite 200
Auburn, California 95603
www.placer.ca.gov

Kate Sampson, Human Resources Director
Judy McKeig, Commission Clerk
Office: (530) 889-4060

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

Public Participation Procedures

In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android

<https://zoom.us/j/93275655596>

Join by Telephone

Dial: 669-900-6833 OR 877-853-5247 (Toll Free)

Webinar ID: 932 7565 5596

In compliance with Governor Newsom's Executive Order N-29-20-EO on telephone meetings, the public's participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may "raise hand" to be called upon to give their public comment.

- 1. Those joining online through the web meeting should "Raise Hand" in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.**
- 2. Those who are calling in via phone may dial *9 to raise their hand once Public Comment is opened. The Clerk will read out the caller's phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.**

Alternatively, citizens may submit their comments in written form to the Commission Clerk at jmckeig@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received though the Clerk's email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission's action.

OPEN SESSION

Call to Order | 3:34PM

Roll Call | Judy McKeig

Administration of the Oath of Office of Commissioner Bernardine Schroeder | Bill Wright

Public Comment:

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, November 9, 2020

Motion: Le Doux/Costa/ Unanimous vote 5:0

Ayes: Bennett, Costa, Hull, Le Doux, Schroeder

No public comment, no Commission comment.

2. Approval of Minutes | Regular Meeting, October 13, 2020

Motion: Le Doux/Costa/ Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

Abstain: Schroeder

No public comment, no Commission comment.

3. 2021 Equal Employment Opportunity Program

Presenter: Suzanne Holloway, Human Resources Manager

Approve the Equal Employment Opportunity Program effective January 1, 2021 through December 31, 2021.

Motion: Hull/Le Doux/ Unanimous vote 5:0

Ayes: Bennett, Costa, Hull, Le Doux, Schroeder

Ms. Holloway discussed the Equal Employment Opportunity Program (EEOP) submitted annually to the Civil Service Commission (Commission) for approval. The Human Resources Department (HRD) reviews the EEOP in conjunction with County Counsel (Counsel) for new state and federal laws or regulations that may require inclusion in the EEOP. No changes are recommended for 2021.

In addition, HRD conducted a biennial workforce analysis of the years 2018 and 2019 utilizing the U.S. Department of Justice's (DOJ) online utilization analysis and reporting tool. HRD analyzed Placer County's (County) workforce classified by job category, race, or gender, and compared the results to census data. When the DOJ's tool identifies under or overutilization of two standard deviations or more, the County submits a formal report to the DOJ addressing these deviations. The analysis found underutilization in several areas as noted in the staff report, however, this is a near 30% improvement from the analysis completed two years ago.

Public comment: Supervisor Holmes extended a warm welcome to Commissioner Schroeder on her appointment to the Civil Service Commission.

The Commission discussed the County's use of the DOJ utilization tool; use of grant funding by the County; the analysis results and impacts; objectives; diversification for current

recruitments; reporting standards for County contracted vendors; the California merit system; and the certification and publication of the EEOP by the BOS.

4. Communications

Reports to the Commission are informational only. No action will be taken.

- a. Provisional Appointments: None
- b. Staff Reports and Correspondence
 - i. Ms. Sampson thanked the Commission for their ongoing patience with remote meetings during the COVID-19 pandemic.
 - ii. Ms. Sampson reported the ballot initiative known as Measure F to amend the roles and responsibilities of the Commission is likely to pass, and the BOS is expected to certify the election results at their December 1, 2020 meeting. Ms. Sampson proposed the Commission utilize their upcoming December 14, 2020 meeting to discuss details and logistics.
- c. Commissioner Comments
 - i. Commissioner Schroeder introduced herself to the Commission.

CLOSED SESSION

5. §54957 - Public Employee Performance Evaluations

Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION

Closed Session Report

Ms. Sampson reported no action was taken in closed session pursuant to Government Code Section 54957.1.

6. Classified Employees Merit Increases

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

Motion: Le Doux/Costa/ Unanimous vote 5:0

Ayes: Bennett, Costa, Hull, Le Doux, Schroeder

7. Adjournment to the following upcoming meeting: 4:42pm

Regular Meeting Calendar 2020

Second Monday of the Month - 3:30PM

Monday, December 14, 2020

Human Resources Department, 1st Floor Conference Room

145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

OR

Zoom Virtual Meeting with public participation instructions on agenda

Deborah Bennett

Deborah Bennett, Chair

Judy McKeig

Judy McKeig, Commission Clerk